



# Army-Funded Transportation

## Funds Verification & Use Authorization

**Authority:** Financial Management Regulation (FMR), Volume 10, Chapter 13, Paragraph 130202

**Purpose:** The unit/organization directing cargo movement will coordinate to have the appropriate funds manager (FM) complete this form to provide a written authorization to use their Line of Accounting (LOA) and associated Transportation Account Code (TAC) for specific shipments for a specified time period. The shipping customer will provide this completed/signed form to the servicing transportation office prior to requesting a movement/shipment.

### 1. From: Shipping customer (unit/organization) that is requesting cargo movement

A. Request Date  B. POC (rank/name)  C. POC Phone

D. Command / Organization  E. UIC

F. Address  G. City

H. State  I. Zip Code  J. POC Email

K. Description of requested shipment(s)  L. Estimated Cost

### 2. Thru: Funds Manager (FM) authorizing use of a specified TAC and certifying fund availability

A. Command / Organization:  B. OA

C. Certifying FM Name  E. FM Telephone

D. Certifying FM Position  F. FM Email

G. Address  H. City

I. State  J. Zip Code  K. This Certification is valid for:  
 One Shipment Originating before   
 Multiple Shipments Originating before

L. Authorized TAC

M. Special instructions and/or shipment restrictions

N. Funds Manager Signature  O. Date

### 3. Provide completed, signed form to servicing Transportation Office

Transportation Office: acknowledgement of receipt

C. Date received

A. Name  D. Telephone

B. Position  E. Email

## INSTRUCTIONS

Purpose: Accompanying instructions for completing the Funds Verification & Use Authorization form, dated 05 May 2011. All entries are mandatory. Transportation Offices (TO) will reject incomplete forms.

**Section 1.** The shipping customer is the unit/organization that is requesting cargo movement. The shipping customer is responsible for completing section 1A - 1L. Once Section 1 is complete, the shipping customer will coordinate with their Funds Manager (FM) to ensure funding is available for the requested shipment(s). The shipping customer provides the form to the servicing TO once the FM authorizes the use of a TAC and certifies funds availability for the shipment(s). The TO will acknowledge receipt of the form. Both the shipping customer and TO will retain a copy for five years.

Block 1A: enter date initiating the request for funds verification and TAC use authorization.

Blocks 1B-1J: POC information for the requested shipment(s). This is the person that the FM, Transportation Office (TO), Port or anyone can contact to resolve questions concerning the shipment(s).

Block 1K: Provide specifics of the shipment(s) such as: item(s) name/description, quantity, authorized to/from shipping/receiving locations, purpose, etc.

Block 1L. Provide cost estimate for shipment(s). (See Single Mobility System 9.7 on SDDC webpage at: <https://sms.transcom.mil/sms-perl/smswebstart.pl> for tools and information to develop transportation cost estimates)

**Section 2.** The Funds Manager (FM) authorizes the use of a specified TAC and certifies funds availability for the requested shipment(s). Exception: attach a Memo/Order to this form in lieu of completing section 2 when a higher level command/organization directs the shipment and provides the TAC/funding information.

Block 2A. FM command/organization name.

Block 2B. FM Operating Agency (OA) - 2 digit code

Block 2C-2J. FM POC information

Block 2K. FM certifies that this form is for one or multiple shipments and enters the expiration date (shipments must originate before this date.) For multiple shipment requests, this date cannot exceed ninety days from the request date.

Block 2L. FM enters 4-digit TAC authorized for the shipment(s). The source for determining valid TACs is the Transportation Global Edit Table (TGET) on the internet located at <https://beis.csd.disa.mil/beis-html/frontpage-pki.html>.

Block 2M. FM enters any special instructions and/or shipment restrictions. Use a continuation sheet if additional space required.

Block 2N. FM electronically signs form. Hard copy signatures approved if necessary.

Block 2O. The date is automatically entered on form.

**Section 3.** The shipping customer provides the form to the servicing Transportation Office (TO) after the FM has signed in Section 2N.

Block 3A - 3E. TO person receiving form fills out contact information and dates form. TO keeps original and returns a copy to the shipping requestor.